

28 October 1983

Terms of Reference
DCI's Annual Report to the Congress

Congress has reacted favorably in the past few years to the format and content of the Annual Report which has consisted of a DCI overview accompanied by reports from each of the principal Program Managers. The theme for the 1981 Report was rebuilding, which seemed appropriate for the first report by the DCI and several newly appointed agency directors. In 1982 the theme was restoring balance between HUMINT and the other INTS, between collection and analysis, and between counterintelligence and foreign positive intelligence. (S)

The DCI's Overview

This year, the Community overview will address Congressional interest in the specific capabilities that have been or soon will be on line as a result of its increased support to the NFIP. The NFIP budgets for 1984 and 1985 contain program initiatives that were approved as far back as 1979, and which fall into three categories: expensive, high technology collectors; management and processing capabilities; and human source collection and analytical capabilities. It is time to begin to report on when these initiatives are scheduled to come on line, what additional capabilities they will provide the Community, and the future resource commitments which they carry with them. Specific examples will be cited to illustrate the investments in time and money required to bring a new initiative into operation, and the need for orderly and balanced growth in the NFIP budget, regardless of budgetary constraints, if the Intelligence Community is to continue to meet the challenges of an increasingly hostile and complex collection environment. Finally, Community strategic planning will be discussed in terms of a transition from an ad hoc to an institutionized planning process as one of a number of Community management initiatives. (S)

The Overview will contain the following sections:

- I. Introduction - The introduction will state this year's theme and integrate it with those of the previous years. A brief paragraph highlighting progress made in Community management will be prepared by PPS from Program Manager inputs.
- II. Intelligence Support to Policy Formulation - This section will be prepared by the NIC, as it has in past years, and will be approximately six to eight double-spaced pages long in draft. The NIC will address the major foreign policy issues of 1983, and discuss how the National Intelligence Estimates and other intelligence production supported the decisionmaking process.
- III. Accomplishments - This section, four to six pages long, will be prepared by PPS from submissions from COMIREX, the SIGINT, HUMINT, CIPC, and Information Handling Committees and the Intelligence

Producers Council. These submissions should respond to the theme stated above with references to specific programmatic examples.

IV. Orderly and Balanced Growth - This two- to four-page section will be prepared by PBS from contributions from the same committees as above. Specific examples of new and ongoing initiatives should be selected to illustrate the costs and time required to bring a new initiative into full operating capability.

V. Counterintelligence - Congress specifically requires that we report on counterintelligence activities. Past reports have focused on the evaluation, planning and coordination required to enhance Community counterintelligence capabilities. It is time to report on the actual accomplishments which the Community has made in this area that have been realized over the past year. This section should be three to four pages long in draft.

VI. 1984 and Beyond - This three- to four-page section will be written by PPS and will address strategic planning and the move from informal to formal long-range planning. This section also will be used to discuss the expanding role of the NFIC in Community management. (S)

Agency Overviews

The agency overviews will provide Program Managers the opportunity to continue to report on the status of their respective agencies. Most reports will contain an opening section on agency responses to world events. Time and space can be saved by complementing the NIC discussion of world events rather than duplicating the Overview. Program Managers are invited to follow the outline for the overview in preparing their reports, or to modify it any way they choose. (U)

Logistics

The Annual Report now contains seven sections and last year ran 70 pages in length. We should like to maintain an average of 10 pages per agency. This means that some may expand on last year's contributions; and we, in particular, will exercise more self-control in the Overview; the ratio of double-spaced draft pages to final text has run slightly more than 2:1, including headings and margins. The following schedule should provide sufficient time to meet the 31 January deadline in an orderly manner:

1	November	-	Terms of Reference to Program Managers
1	December	-	Contributions to Overview Due
15	December	-	Overview Draft to DCI for Critique
15-31	December	-	Program Contributions Due
2	January	-	Full Draft to DCI for Review and Refinement
31	January	-	Publication and Transmittal to Congress (U)